

RESOLUTION NO. 11 FOR 2022

**A RESOLUTION ADOPTING THE POSITION PROFILE AS THE STANDARDS,
CRITERIA, AND POLICY DIRECTIVES TO BE USED IN HIRING A CITY MANAGER
AND ALLOWING FOR PUBLIC COMMENT**

WHEREAS, the City Manager position is currently vacant; and

WHEREAS, the City Council may need to conduct one or more executive sessions to consider candidates for the position of City Manager; and

WHEREAS, pursuant to ORS 192.660(2)(a) it is permissible to conduct an executive session to consider employment of a chief executive officer but there are prerequisites; and

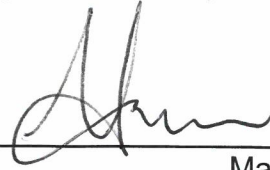
WHEREAS, the central requirement is that, prior to conducting any executive session on the matter, there must be an opportunity for public comment on the employment of a City Manager and the standards, criteria, and policy directives to be used in the hiring process; and

WHEREAS, the purpose of the Position Profile is to outline the standards, criteria, and policy directives that will be used in reviewing the City Manager candidates in addition to the desired knowledge, skills, and abilities being sought.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SWEET HOME COUNCIL: the position profile, attached as Exhibit A, is adopted as the standards, criteria, and policy directives to be used by the City Council in the hiring of a new City Manager.

This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 12th day of April 2022



Mayor

ATTEST:



Manager Pro Tem - Ex Officio City Recorder

Discover **Sweet Home**



CITY MANAGER

City of Sweet Home, Oregon

\$120,000 - \$150,000



Apply by: May 11, 2022

(First review, open until filled)



OVERVIEW

Population

9,893

Budget

\$31.7 Million

FTE Positions

63.5

City Departments

Community & Economic Development

- Building
- Code Compliance
- Economic Development
- Emergency Management
- Parks & Recreation
- Planning

City Departments cont'd

Executive

- Administrative
- Communications
- Human Resources

Finance

- Municipal Court
- Utility Payments

Library

Police

- Homeless Liaison
- Investigations
- Patrol
- Parks

Public Works

- Engineering
- Parks
- Stormwater
- Streets
- Wastewater
- Water



VISION STATEMENT

WE, as City Council, have been entrusted
to make decisions that do the most good,
for the most people,
for the longest period of time
to enhance the quality of life
for our community.

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment in which
businesses and community members prosper.

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

COMMUNITY DESCRIPTION

The City of Sweet Home is located at the east end of Linn County, Oregon, at the junctions of Highway 20 and Oregon 228. Highway 20 runs eastward through the Santiam Pass and westward to Albany and Corvallis. Oregon 228 provides easy access to the Eugene-Springfield area to the southwest. As part of the Mid-Willamette Valley region, Sweet Home offers proximity to major urban areas for commuters and shoppers: 1½ hours from Portland (north) or Bend (east) and just 45 minutes from Salem, the state capital.

Sweet Home is known as the “Gateway to the Santiam Playground.” The community is nestled in the foothills of the Cascade Mountain Range on the eastern edge of the Willamette Valley. The mild weather and central location in the Santiam Recreation Area are part of the reason that Sweet Home has many recreational opportunities. Fishing, hiking, and camping are only minutes away from local residences.

Foster and Green Peter lakes provide excellent fishing, water skiing, and camping only a few miles from the town center. Foster Lake is at the east edge of the town and has 13 miles of shore access and three boat ramps. Green Peter Lake is east of Foster Lake and has 53 miles of shoreline, with boat access at two places. The South Santiam River has a spring run of Chinook salmon, spring and summer steelhead fishing, and trout fishing throughout the year. Snow skiing is available at Hoodoo, a 45-minute drive. Likewise, snow skiing on Mt. Bachelor or strolling on the beaches of the Pacific Ocean is only a two-hour drive away to the east and the west.

The Cascade Mountain Range offers a variety of mountain-related activities. Hiking, climbing, camping, sightseeing, cycling, horse riding and picnic sites are located nearby in the county, state, and federal parks.

Sweet Home is built on the site of a prehistoric forest, which makes it a favorite destination for “rockhounds.” People have found arrowheads, fish-eyed agates, seventy different petrified wood, fossilized leaves, and crystal geodes in the surrounding streams, forests, and hills.

As illustrated by the [Oregon Jamboree](#), civic pride remains high in Sweet Home. This annual country music festival brings thousands of visitors to the community. At the same time, hundreds of Sweet Home residents volunteer their time to the Jamboree, which raises funds for many local service clubs.

In conjunction with its small-town atmosphere, Sweet Home’s proximity to the urban centers of Eugene, Corvallis, Albany, Salem, and Portland, creates a community that is attractive to new residents looking for a combination of recreational opportunities civic engagement activities, community services, and cultural amenities. In addition, Eugene is home to the University of Oregon with Corvallis, the home of Oregon State University. With all of the cultural amenities of university communities, both are less than an hour’s drive from Sweet Home.



photo credit: Oregon Jamboree



Knowledge, Skills & Abilities

- Highly knowledgeable in economic development with demonstrated success
- Ability to manage complex projects
- Experience overseeing multiple departments
- Working knowledge in developing and managing municipal budgets
- Demonstrated strategic planning and visioning experience
- Track record of fostering a culture of learning, mentorship, recognition, accountability, and professional growth.
- Experience negotiating collective bargaining agreements
- Engaged leader who understands their role to accomplish the goals and priorities of the City Council
- Consensus builder that encourages open discussion & collaboration
- Self-starter willing to be involved in the completion of the work
- Visible leader with approachable style and strong public relations skills
- Exhibits a high level of transparency & integrity
- Working knowledge of laws, regulations and ordinances related to municipal elections administration.

A short drive away, a world apart.

Compensation

- \$120,000-\$150,000

The City offers a comprehensive benefits package including:

- **Medical, dental, and vision insurance**
(currently, 95% employer-paid)
- **Health Savings Account**
- **MissionSquare Retirement Plan** –
employer contribution 15.7%
- **Life Insurance**
- **Long-term Disability**
- **Vacation**
- **Management Leave** – 10 days per year
- **City paid holidays** – 11 days per year
- **Sick Leave**
- *Relocation assistance is negotiable.
Residency within Sweet Home
School District boundaries is highly
encouraged but not required.*

photo credit: Ryan Cummings



The Position

The City of Sweet Home has a City Manager/ Council form of government. The City Manager serves as the administrative head of the city government and is directly responsible to the Mayor and City Council, consisting of a total of seven (7) members. In addition, the City Manager serves as the ex-officio City Recorder and purchasing agent. The powers and duties of the manager are listed in the City Charter.

Ideal Candidate

- A bachelor's degree from an accredited college or university in Public Administration, Planning, Political Science, or a related field is required. An advanced degree in Public Administration or a related field is preferred.
- Five years of increasingly responsible experience concentrated in Finance, Management, Personnel, Planning, Police, or Public Works is required.
- A candidate with experience serving in a city manager/administrator role is preferable.
- Labor relations experience
- Elections and local options tax experience
- The City Manager must obtain a bond according to the City Charter.
- Residency within the Sweet Home School District boundaries is highly encouraged but not required.
- Able to obtain an Oregon Driver's license within 60 days of hire.



Community and economic development are high priorities for the City, and a Manager with experience and drive to focus on this aspect will excel in this position. Candidates with broad municipal expertise are being sought. Individuals should understand financial management, land use, and administration, emphasizing economic development. Applicants shall also be interested in technology improvements, transparency and communication with the public, and a desire to assist in the vision for land use and strategic planning while being prepared to execute the work.

photo credit: Ryan Cummings



Application and Selection Process

Interested applicants should apply online link ocwcog.org. Include a cover letter, resume, and supplemental materials that address the standards and criteria identified in the “Knowledge, Skills, and Abilities” section and those described in the “Ideal Candidate” portion of this announcement. Position open until filled.

Questions may be directed to:
Ryan Schulze
Oregon Cascades West
Council of Governments
rschulze@ocwcog.org
hrrecruit@ocwcog.org
541-812-2000

May 11th- 1st review of applications

May 26th- 1st Round Interviews: *remote or in-person (highly encouraged)*

June 8th- 2nd Round Interviews: *in-person required*

June 28th- City Council approves finalized contract

August 1st- Estimated Start Date

The City of Sweet Home is an Equal Employment Opportunity Employer. According to Oregon law, the City of Sweet Home provides qualifying veterans and disabled veterans with employment preference. Veterans may claim preference by submitting the Veteran's Preference Form and the required documentation with their application material.